



Pollyfield Farm Livery Yard  
Scragged Oak Road, Detling, Kent ME14 3HL

1<sup>st</sup> contact Angela – 07515 955222  
2<sup>nd</sup> contact Helen – 07789 453602  
email: [livery@pollyfieldfarm.co.uk](mailto:livery@pollyfieldfarm.co.uk)  
web: [www.pollyfieldfarm.co.uk](http://www.pollyfieldfarm.co.uk)

### Contract

Between:

Name: Management of Pollyfield Farm Livery Yard

Signature: \_\_\_\_\_  
(For Pollyfield Farm)

And:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Sharer Sig: \_\_\_\_\_ (if applicable)

For:

Names of Horses: \_\_\_\_\_

Type of Livery: \_\_\_\_\_

Date: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

**Please read the attached contract carefully – by signing the attached Pollyfield Farm Livery Yard contract you agree to the terms and conditions stated.**



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### Code of Conduct

This contract details the yard rules and regulations that are required to be followed at Pollyfield Farm Livery Yard. Failure to adhere to these rules may result in a verbal or written warning.

Gross misconduct may result in dismissal from the yard within a 48hour period to vacate your horse and belongings from the premises. In this situation any paid livery or deposits will not be refunded.

We at Pollyfield Farm Livery Yard wish everyone to be able to enjoy their horses in a quiet, friendly and safe environment and therefore request that everyone abides by these rules in order to achieve this.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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### Accidents

All accidents must be recorded in the “Accident Book”, which is located in the tearoom. Please record all details in full.

### Arena

The arena is not to be used for the turnout of horses, unless prior permission from the management is obtained.

When using the arena you must wear a hard hat (BHS Standard)

Lunging is permitted in the arena, but the whole area must be used equally.

Please ensure you pick up any dung left in the arena by your horse after use.

Please also pick out your horses feet prior to leaving the arena and sweep the surface back into the arena at the gate area, in order to keep the rubber in the arena where it should be.

Please ensure the lights are turned off after use.

It is the responsibility of Pollyfield Farm Livery Yard to level the arena.

This is a brand new arena and we wish to keep it looking this way with your help.

### Assisted Livery (Applicable at weekends for Part Liveries)

Any required services should be recorded on one of the service sheets provided in the tearoom and handed to a member of Pollyfield Livery staff.

We ask that you give 48hours notice for all services. If this notice period is not given, we may not be able to fulfil your request (except in an emergency).

### Bank Holidays & Xmas / New Year

We can now provide livery services on some of these days.

However, should you wish to do these yourself, we will deduct a charge for each day you complete from your livery bill for the labour charge i.e. we will deduct £8 for the labour element.

If you wish to have the Yard complete the services for you then this will only be possible by prior arrangement (7 days notice).



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There will be a premium rate charge for providing the services due to increased staff costs and these will be as follows.

Bank Holidays – (Good Friday & Bank Holiday Monday's) - same as Sunday rates on services form.

Xmas Day / Boxing Day & New Years Day – We are unable to offer Turning Out / Mucking Out and Bringing In – Feeds, Hay & Water will be supplied. (New Years Day may be possible but liveries will be given notice of this)

#### Car Park

The car park is located opposite the arena and there is an overflow in the central area between the hay barn and the tearoom. All vehicles must be parked in these areas only. All vehicles left on the premises will be done so at your own risk.

The entrance to the yard is via Hermitage Lane and must be used by all liveries and visitors. Please ensure that this entrance is not blocked at any time and that the gate remains closed at all times.

#### Children

This is an adult yard and if any livery brings children on to the yard they should be aware that any injury sustained on the yard will not be covered by our insurance and therefore they are bought on to the yard at your own risk.

We also ask that should children be brought on to the yard that they are kept under control and not left to run around unattended at any time.

#### Clipping

Pollyfield Farm has a designated area for clipping. Liveries may use who they wish to clip their horse. However, we can provide this service. If someone from outside the yard is used, please note that the area is to be swept and left in the condition that it was found, once clipping has been completed.

#### Complaints / Suggestions

Do not hesitate to bring these to our attention – if you do not let us know we cannot help you.

#### Deposit

Pollyfield Farm Livery Yard requests a £50 non-refundable deposit to hold the stable for up to a month. This deposit will be deducted from the first livery bill, payable in advance on or before the date that the horse is due to move to Pollyfield Farm Livery Yard.

#### Diary

All visits to the yard including those from farriers, vets, physios, dentists etc must be recorded in the yard diary (including the date and time of the visit).



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Any lessons requiring sole use of the arena must also be recorded in the diary (refer to trainers section for more detail).

The diary is located in the tearoom.

#### Dogs

Pollyfield Farm owners do have dogs, which will be on the premises. These dogs are friendly and we do not mind you bringing your own dogs on to the yard as long as they are also friendly and sociable and are kept under control (i.e. ALL DOGS MUST BE ON A LEAD AT ALL TIMES) Also we reserve the right to ask you to remove any Dogs that are causing disturbance to the Horses, Staff or Families that live at Pollyfield.

#### Dung Heap

All muck (including that from the fields) must be deposited in the allocated muck area ONLY. Please pile the muck as far back as you can. It is very important that no string/twine is placed on the muck heap along with no other rubbish.

#### Electric Fencing

All fields are surrounded and/or divided by electric fencing. Please take care not to touch the electric fencing.

Any damaged electric fencing (or any fencing) should be reported to Pollyfield Farm Staff immediately.

#### Electricity

Please make sure that you switch off lights when you are not using them. Especially the flood lights in the arena. A chargeable metre may be installed for the arena if this is not adhered to.

#### Entrance Gates

These are located on the long driveway off of Hermitage Lane. These will be kept open all day and locked in accordance with opening times (see opening hours)

#### Emergencies

In the event of an emergency and a member of staff cannot be seen on the yard, please contact either Angela on 07515 955222 or Steve on 07887 844587.

In the event of veterinary emergency, every effort will be made to contact the owner/sharer but if this is not possible Pollyfield Farm Management reserve the right to contact a suitable vet and are permitted to authorise any emergency veterinary treatment or euthanasia as advised by the vet in the best interest of the welfare of the horse.

Where possible the owner/sharers preferred vet will be contacted, if this is not possible then another vet may be contacted. Refer to emergency declaration form.



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### Events

Any upcoming events or items of interest will be posted on the notice board located in the tearoom.

### Farriers

All farrier visits should be noted in the “Diary”. Should you not be able to attend please leave full payment with a member of staff. Cash should not be left lying around and Pollyfield Farm Livery take no responsibility for cash that has been left on the premises.

A charge will be applied should yard staff have to attend farrier visits at the weekend for part liveries, as it is otherwise included in full livery.

### Feed

Morning feeds are kept in the feed room. We ask that should you arrive on the yard before feeding time that you feed all the horses on the yard (this will be by prior arrangement only). Morning feed times will be 7:30 weekdays and 8:00 at weekends. We also ask that all horses be left something to be fed in the mornings, even if it just a few carrots in a bucket. This is to prevent any upset to the horse at feed times.

### Fire

The fire drill will be published in the tearoom, please take the time to read through this and learn your assembly points and locations of the fire extinguishers.

### First Aid

A human first aid kit is located in the tearoom. Please record any accidents in the “Accident Book” and write down any item that has been taken from the first aid kit so that it can be replaced.

### Flu/Tetanus

Responsibility for the inoculations of your horse against flu and tetanus lies with you the owner/sharer of the horse. Evidence of up to date inoculations must be presented before the horse comes to the yard.

### Full Liveries

Full livery only (5 & 7 day) is offered by the yard. Please refer to the Full Livery sheet provided by the yard for details on packages offered and current prices.

### Gates

Please ensure that gates are kept closed at all times (even if the fields are empty). This includes the arena.



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### General Behaviour

Horses can be dangerous animals. For this reason we ask you to refrain from any noisy or rowdy behaviour on or around the yard as this may unsettle some nervous horses.

Any issues concerning a livery member should be discussed with the Pollyfield Farm Management. All problems will be treated in a professional manner and every effort will be made to resolve the problem.

Please have respect for all other liversies on the yard. We all have a common interest, to enjoy our horses in a relaxed and happy environment.

### Grooms (Staff)

Please do not ask the grooms for any 'favours'. Any services must be recorded on a services sheet (see services) and given to a member of Pollyfield Farm Staff.

If you have a complaint regarding any of the grooms, please speak with Angela on 07515 955222. All complaints will be dealt with in a confidential and professional manner.

### Hacking

The hacking in this area is vast and remote. For your own safety, please always have a mobile phone on your person, at least one when riding in a group. If you are riding out alone, please advise a member of staff and provide an estimate of how long you will be. This is a precaution purely for the safety of our liversies.

### Horseboxes/Trailers

Horsebox and trailer storage are included within the full livery package. There is an allowance of only one vehicle per owner.

All horseboxes and trailers are left on the premises at the owners own risk. Pollyfield Farm Livery Yard accepts no responsibility for the loss or damage of any trailers or horseboxes left on the premises.

### Horse Details

Please make sure that you have provided the following details to Pollyfield Farm Livery Yard:

- Horse and Owner Details
- Farrier / Vet Details
- Emergency Declaration Form
- Special Requirements



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It is important that we see the following information before a horse can be bought on to the yard:

- Copy of current insurance certificate (3<sup>rd</sup> party insurance is the minimum requirement)
- Proof of flu/tetanus inoculations
- Passport

#### Insurance – Horse

Your horse must be insured for damage done to 3<sup>rd</sup> parties. BHS standard is the minimum. We expect to see proof of insurance before a horse can join the yard.

Pollyfield Farm Livery Yard will not be held responsible for any damage done by your horse to any person or object on or off the yard.

#### Insurance – Tack

The responsibility to look after your tack lies with you the owner/sharer and any tack left on the yard is done so at your own risk. We advise that all tack be fully insured against theft/fire and damage.

#### Late Night Check

All horses will be checked in the evenings after the yard has closed,

#### Late Night Hay

Late night hay will be given to all full livery horses whose owners/sharers wish them to receive this. This will be provided during the late night check.

#### Livery Bills

All livery bills will be issued on the 25<sup>th</sup> of each month and payable in full by the 1<sup>st</sup> of the following month. Failure to do this may result in an administration charge of 5% of the livery bill, which will be added to the next livery bill.

Livery bills will be placed in the tearoom and are the liveryes responsibility to collect. All payments must be given to a member of Pollyfield Farm staff. Pollyfield Farm Livery Yard will not be held responsible for any monies left around the yard.

#### Notice

The notice period is one month either way – unless agreed otherwise. Refer to code of conduct section for disciplinary cases.

#### Notice Board

A notice board is located within the tearoom. Please take the time to check this regularly as we will be adding useful information and important yard notices. We also provide individual





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whiteboards by each stable for Pollyfield Farm staff and owners to communicate important information/requests pertaining to a particular horse.

#### Opening Hours

The yard is open from 7:30 to 21:00. Should you require access outside these hours, as much notice should be given as possible as the gates will be locked outside of these hours.

#### Paddock Use

Paddocks are assigned by the yard management, please check the notice board or your whiteboard for any changes to your group.

#### Parking

Please park in the designated areas (see car park). Please ensure that your car is locked when not occupied and that any valuables are out of sight.

Pollyfield Farm Livery Yard accepts no responsibility for any damage or theft of any vehicles or valuables left on the premises. All vehicles and valuables are left on the premises at the owners risk.

#### Payment

Payment is one month in advance for basic charges and one month in arrears for additional services or purchases.

Livery bills will be placed in the tearoom on 25<sup>th</sup> of every month and are payable in full by the 1<sup>st</sup> of the following month.

#### Personal Property

It is agreed by you that no liability is accepted by Pollyfield Farm Livery Yard for any loss or damage to your personal property and you must make your own insurance arrangements if you wish to be covered for any loss or damage you may suffer.

#### Poo – Picking

As Pollyfield Farm Livery Yard only offers full livery, poo-picking will be included as part of the full livery service and liveries are not responsible for this task. Pollyfield Farm Management would however ask that if your horse fouls in any areas around the yard, that it is picked up by the owner.

#### Riding Hats

Riding Hats (BHS Standard) must be worn at all times when riding on or around the yard and when leading horses to and from the fields.



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### Security

Every effort has been and will be made to secure the yard. We ask that you remain vigilant on the yard and report any strange activities or strangers that come on to the yard. The tack room will be locked at 17:00 every night. Any livery who wishes to ride after this is responsible for locking the tack room when they have finished and we will check this after the yard has closed.

### Services

Services are provided for the liveries and there is a copy of the current price list in the tearoom. All required services must be recorded on a 'services' sheet giving at least 48hour notice. If this notice is not provided then it may not be possible for Pollyfield Farm to provide the required service. The forms are to be handed to a member of Pollyfield Farm staff.

Pollyfield Farm staff are able to hack and school your horse, this service however is at the discretion of Pollyfield Farm Management and we reserve the right to refuse to ride a horse if we believe it to be unsafe in anyway. We can recommend trainers to come and ride your horse if required. Please speak to Pollyfield Farm management for further details.

All services will be charged to your livery bill.

It is not permitted that any paid service shall be offered from any 3<sup>rd</sup> party for services. Paid services are to be carried out by Pollyfield Farm Livery Yard only.

### Show Jumps

The yard show jumps may be used by the liveries. The yard plans to have a field available for jumping in the Summer months and information regarding this will be placed on the notice board in the tearoom. However, prior to this and/or if jumping in the arena, all jumps must be taken down and put away after each use. Should you damage any of the jumps you are required to repair/replace them.

### Smoking

NO smoking is permitted in any of the barns, stables, tearoom or storage areas. Smoking is only permitted in the car park area. Please make sure that all cigarettes are properly extinguished and no butts are left lying around the yard.

### Tearoom

The tearoom is provided for your leisure and we would appreciate it if you would help keep it clean and tidy. Tea and Coffee is provided free of charge by Pollyfield Farm Stables.

### Teeth Inspection

Our dentist visits regularly and near the time a note will be placed on the tearoom noticeboard, should anyone wish to add their horses name. All liveries are welcome to use their own dentist, we would only ask that we are made aware of any visits.



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#### Tie Ups

For the safety of the horse and others on the yard, please use string/twine when you tie your horse around the yard.

#### Trainers

Outside trainers are welcome to come on to the yard and teach. However, please ensure that your trainer is insured as they will not be covered under our insurance. Should you require the arena for sole use this can be done at a maximum of one hour per week per person and not during the 'core hours', which are as follows:

17:00 – 21:00 Monday to Friday

12:00 – 17:00 Saturday and Sunday

Please record any lessons in the 'diary' provided in the tearoom.

#### Turn Out

No horses should be left in the field alone (unless prior agreement has been obtained from Pollyfield Farm Livery Yard).

Turnout is permitted for longer hours during Summer months, weather permitting and during Winter months grazing will be restricted according to weather conditions, in order to preserve the grazing. Please see the notice board or your whiteboard for any announcements.

#### Warnings

Certain behaviour will not be tolerated on the yard; this includes cruelty to any horse on the yard and threatening or abusive behaviour towards other liveries. If such behaviour is witnessed then a verbal warning may be given, or if perceived to be severe enough, a dismissal from the yard may be incurred. Refer to code of conduct section for more details.

#### Water

When using the water please bear in mind that it is metered - please help keep livery costs down by using water sensibly.

Website [www.pollyfieldfarm.co.uk](http://www.pollyfieldfarm.co.uk)

#### Worming Programme

Wormers are purchased by the yard at the best rate possible and added to your livery bill.

All horses will be wormed when they arrive at the yard with a duo wormer and are to be stabled for the first 24hours. They will then be turned out separately for a week before being introduced with the other horses. This isolation period is to ensure the health of all horses on



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Pollyfield Farm Livery Yard. Pollyfield Farm Livery Yard will then carry out an egg count one month later to check whether the new horse is clear of worms.

Pollyfield Farm's worming programme offers the opportunity to have a worm count, and if the count is satisfactory then no wormer will be required at that time. Please advise Pollyfield Farm if your horse has an intolerance to any wormer. Please see the notice board for details of the next worming date or ask staff for further information,

#### Yard

The yard must be kept clean at all times. All dung must be picked up and placed on the muckheap and all rubbish must be deposited in the bins provided.

Once the yard has been swept (after all mucking out is completed) liveries are responsible for any mess that they create – hay, hoof pickings etc and are asked to sweep their area and deposit on the muckheap.

Please help keep the yard clean and tidy and how you would like it to look.

#### Yard Meetings / Events

Pollyfield Farm Livery Yard hopes to create a sociable environment that can be enjoyed by all liveries and staff and plan to do this with regular yard meetings, where any issues/concerns can be discussed, and events such as BBQ's, evenings out etc. Any suggestions/ideas are welcome.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_